### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job/Role Title:</th>
<th>Finance Assistant</th>
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<tbody>
<tr>
<td>Reporting to:</td>
<td>Finance Director</td>
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<tr>
<td>Location:</td>
<td>World Sailing, 20 Eastbourne Terrace, London</td>
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<td>Key Dates:</td>
<td>Application Deadline: 1 April 2021</td>
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<td>Pay:</td>
<td>Basic range: £28-£30K depending on experience</td>
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### Background

World Sailing is the world governing body for the sport of sailing, officially recognised by the International Olympic Committee (IOC) and International Paralympic Committee (IPC).

World Sailing is responsible for:
- the promotion of the sport internationally,
- managing sailing at the Olympic and Paralympic Games,
- developing the Racing Rules of Sailing and regulations for all sailing competitions,
- the training of judges, umpires, and other administrators,
- the development of the sport around the world; and
- representing sailors in all matters concerning the sport.

The principal members of World Sailing are the 146 ‘Member National Authorities’ (MNAs) and the 100+ ‘Class Associations’.

We have a clear and ambitious vision:
A world in which millions more people fall in love with sailing; inspired by the unique relationship between sport, technology, and the forces of nature, we all work to protect the waters of the world.

Our mission:
To make sailing more exciting and accessible for everyone to participate or watch and use our reach and influence to create a sustainable future for our sport and the waters of the world.

### Role

Reporting to the Finance Director, the Finance Assistant will have primary responsibility for purchase and sales ledger management, processing of payments and receipts and preparing draft management accounts. The role requires an individual who is a real team player, a strong communicator, someone with excellent attention to detail and who is both comfortable with change and looks to continually improve process.
### Key Responsibilities

**Purchase Ledger**
- Processing purchase invoices in multi currencies, ensuring accurate postings to nominal ledger and allocations to Divisions and Cost Centres.
- Reconciling supplier statements on a regular basis.
- Prepare and upload fortnightly payment runs, together with short term cashflow forecast, for approval by the Finance Director and CEO.
- Prepare quarterly royalty statements and send to Technical team and suppliers.
- Regular review of supplier accounts to ensure balances are accurate and payments allocated.

**Sales Ledger**
- Issuing and Processing sales invoices in multi currencies, ensuring accurate postings to nominal ledger and allocations to Divisions and Cost Centres.
- Posting customer receipts and allocation to respective customer accounts.
- Ensure invoices are paid in line with terms by sending reminders and contacting customers when required.
- Procure authorisation for any credit notes and refunds from the Finance Director and once approved, raising credit notes and issuing refunds.
- Reconciling customer accounts on a regular basis and identifying discrepancies and resolving issues.

**Other duties**
- Weekly reconciliation of multi-currency bank accounts.
- Prepare and post draft month-end journals for approval by the finance director.
- Prepare monthly commentary for large budget variances.
- Filing VAT returns.
- Dispatch plaques/IHT stickers and maintain inventory records in liaison with the Technical team.
- Assisting the Finance Director with annual audits, Cashflow forecasting and budgeting.
- Work with other teams for invoice approvals and assist with managing divisional budgets.
- Producing ad-hoc reports as required for department heads.
- Other tasks as agreed with the FD/CEO as appropriate to the role.

### Knowledge and Technical Skills
Essential

- Graduate, part qualified CIMA/ACCA/ACA (or equivalent) with a minimum of 2-years work experience
- Experience of working within a similar post within a SME environment
- Excellent written and verbal English language skills
- Excellent interpersonal skills
- The ability to meet tight deadlines
- A flexible approach in a small team
- Evidence of working within and contributing to a team environment
- A willingness to learn new skills and develop existing competencies
- Strong communication and negotiation skills
- Excellent organisation and analysis skills
- Good user knowledge of Office 365
- Innovative and a problem solver

Desirable

- Experience of working in a not-for-profit organisation
- Interest in Sport
- Xero experience
- Second European language

Relationships & Interfaces

Strategic reporting to:

- Finance Director

Interaction with:

- World Sailing staff, Customers and Suppliers

March 2021